

**SHARE SHELTER SUPPORT GRANT (SSG)  
FISCAL YEAR 2003  
JULY 1, 2002 THROUGH JUNE 30, 2003**

**Grant Agreement**

- The signed original Grant Agreement must be received at DHCD by **November 1, 2001** to incur eligible expenditure of SSG funds as of July 1, 2002.
- **Project sponsors who do not return the signed original Grant Agreement by November 1, 2001 may not incur any costs to be charged to SSG until the date the Grant Agreement is received at DHCD.**
- **Please return one copy of all four pages of the signed original Grant Agreement.**

**Budget**

- **Make copies** of the blank form to be used for revisions you may have to make this year.
- Complete the SSG Budget (the form is enclosed). Be sure to itemize expenditures under each category.
- Incomplete budget forms will not be approved.
- The budget must be submitted to DHCD by **November 1 2001** and must be approved by the DHCD administrator before any funds are disbursed.
- Changes to the SSG budget may be made without prior approval if the changes are approved project activities in approved budget categories<sup>1</sup>. In all cases, you should submit a revised budget to DHCD showing the changes.
- Any budget revisions involving categories and /or project activities **not** appearing on your original approved budget must be submitted in writing to DHCD. No verbal requests for budget changes will be considered. Please be sure "Revised" is written or typed on any revised SSG budgets submitted to DHCD.
- Allowable budget categories are
  - Rehabilitation/Major Repair
  - Operations
  - Staff
  - Administration (non-staff).
- Project activities under the Rehabilitation/Major Repairs include the costs of improvements to your facility to bring it into compliance with State and local health codes and building codes. **If such improvements are needed to your facility, you must use your SSG funds for this before you use them on other activities.**
- The Operations category includes such items as utilities and rent.
- The Staff category includes salaries and benefits for personnel.
- The Administration (non-staff) category includes postage and supplies. (The

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<sup>1</sup> Approved activities are those that appeared on your original budget approved by DHCD, and approved budget categories are those in which you specified project activities on the original approved budget.

- activities given are examples and do not include all allowable project activities.)
- **Fiscal year 2003 SSG funds may not be used to pay the full or partial cost of an audit.**
  - Please list the specific project activities in each category when you do your SSG budget.
  - **Include TANF funds awarded in your SSG budget. Do not compose a separate budget for TANF.**
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- Allowable budget categories for TANF funds are:
    - Operations
    - Support Services
    - Other employment or TANF eligible activities (be specific)

### **Match**

- All SSG grantees are required to provide a dollar for dollar match for the total SSG award (including TANF) amount. The match must be for the specific project for which SSG funding is requested and must be received and expended within the fiscal 2003 grant year.

### **Ineligible Expenses**

***Grantees may not use SSG funds for the following:***

1. The provision of shelter or services to persons other than those who are homeless.
2. The provision of emergency shelter to the homeless where clients are charged a fee or rent or required to make a donation to receive shelter.
3. The provision of transitional housing or any other housing for the homeless if any of the following apply:
  - (a) The applicant receives a HUD Supportive Housing Program grant, Section 8 Program subsidy or any other government rental subsidy to operate the facility,
  - (b) Rents or other fees charged exceed 30% of the resident's income,
  - (c) The total annual income from rents exceeds 50% of the last year's budget for the transitional or other housing program.
4. Rehabilitation, improvements, and/or repairs if the building is owned by a religious organization.
5. Acquisition of real property (buildings, structures, land). This includes mortgage payments.
6. Payments for temporary lodging of homeless persons made to a residential landlord or a commercial establishment, such as a hotel, motel, or similar operation.

7. Payment of rent or mortgage to assist an individual or family to avoid eviction or foreclosure, or to maintain occupancy in a current residence.
8. Beds that are set-aside for third-party payments or contracts.
9. Day shelters with no provision for overnight bedspace.
10. Payments to organize, support, or conduct religious, sectarian, or philosophical meetings, rites, rituals, or services.
11. Provision of shelter wherein participation in religious, sectarian, or philosophical meetings, rituals, rites, or services is a requirement for receiving shelter.
12. Provision of essential human services that would result in a duplication of services already available locally.
13. Charges of costs related to performance of a financial audit.

***Grantees may not use TANF funds for the following:***

1. Funds may not be used for juvenile justice activities.
2. Funds may not be used to provide medical services other than pre-pregnancy family planning services.
3. Funds may not be used for sectarian worship, induction, or proselytization.
4. TANF funds may not be used if the family does not include a minor child, i.e., a pregnant individual; or an individual less than 18years old, or, if a full-time secondary school student, less than 19 years who resides with the family.

**Disbursements**

An SSG Request for Disbursement form for Fiscal Year 2003 with **an original signature of an authorized representative must** be submitted to request SSG funds; **DO NOT fax Requests for Disbursement!** Make only one request for total award of state portion of SSG funds.

**TANF request should be rounded off to whole dollar amounts. All TANF funds must be requested by May 1, 2003 and expended by June 1, 2003.**

The Federal Identification Number assigned by the IRS to denote 501(c) tax-exempt status must be included on the Request for Disbursement form to request SSG funds. No requests for funds can be processed without the Federal Identification number.

**All SSG funds must be requested by June 1, 2003 and expended by June 30, 2003.**

**Quarterly and Annual Reporting**

**All** recipients of both SSG and FSG grants must provide financial and demographic reports as required and in accordance with the schedule stated in the grant agreement. The following outline applies to **all** recipients of SSG and FSG funding.

**1. Financial Reports**

All grant recipients must submit Financial Reports for each individual grant, regardless of the type of program (transitional housing, emergency, winter, or day shelter) or number of different programs funded by a grant. **Financial Reports must be submitted with all requests for disbursements.** If an organization receives both an SSG and an FSG, they must submit individual quarterly financial reports for each grant. Financial reports for different grants cannot be combined under any circumstances. See the Financial Report instructions for further information.

## **2. Emergency Shelter Quarterly Statistical (demographic) Reports**

Emergency Shelters (including winter and day shelters) must submit quarterly Statistical Reports. If an organization receives both an SSG and an FSG grant for the same program, statistics from both programs may be combined into one quarterly statistical report. If an organization receives an SSG grant for one program and an FSG for a different program, a statistical report is required for both programs. If an organization splits the funding of one grant between more than one program of the same type, i.e. two Emergency Shelters, then the statistics for both programs may be combined into one quarterly report. If, however, the programs are different, e.g. an Emergency Shelter and a Transitional Housing program, different statistical reports must be filed.

## **3. Transitional Housing Annual Report**

Transitional Housing programs must submit an annual statistical (demographic) report. A quarterly statistical report for transitional housing programs is no longer required. Transitional Housing programs must provide quarterly financial reports as indicated in Quarterly Financial Reports above. The general guidelines regarding combined Emergency Shelter statistical reports apply to the Transitional Housing Annual Report.